

SECTION 01 31 20
PROJECT MEETINGS

[Specifier: This Specification is intended for use on projects designated as Tier 3 or Tier 4.]

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Provisions for project meetings throughout the construction period to enable orderly review of the progress of the Work and to provide for systematic discussion of potential problems
- B. Deviations this City of Fort Worth Standard Specification
 - 1. None.
- C. Related Specification Sections include, but are not necessarily limited to:
 - 1. Division 0 – Bidding Requirements, Contract Forms and Conditions of the Contract
 - 2. Division 1 – General Requirements

1.2 PRICE AND PAYMENT PROCEDURES

- A. Measurement and Payment
 - 1. Work associated with this Item is considered subsidiary to the various items bid. No separate payment will be allowed for this Item.

1.3 REFERENCES [NOT USED]

1.4 ADMINISTRATIVE REQUIREMENTS

- A. Coordination
 - 1. Schedule, attend and administer as specified, periodic progress meetings, and specially called meetings throughout progress of the Work.
 - 2. Representatives of Contractor, subcontractors and suppliers attending meetings shall be qualified and authorized to act on behalf of the entity each represents.
 - 3. Meetings administered by City may be tape recorded.
 - a. If recorded, tapes will be used to prepare minutes and retained by City for future reference.
 - 4. Meetings, in addition to those specified in this Section, may be held when requested by the City, Engineer or Contractor.
- B. Pre-Construction Neighborhood Meeting
 - 1. After the execution of the Agreement, but before construction is allowed to begin, attend 1 Public Meeting with affected residents to:
 - a. Present projected schedule, including construction start date
 - b. Answer any construction related questions
 - 2. Meeting Location
 - a. Location of meeting to be determined by the City.
 - 3. Attendees

- a. Contractor
 - b. Project Representative
 - c. Other City representatives
4. Meeting Schedule
- a. In general, the neighborhood meeting will occur within the 2 weeks following the pre-construction conference.
 - b. In no case will construction be allowed to begin until this meeting is held.
- C. Progress Meetings
- 1. Formal project coordination meetings will be held periodically. Meetings will be scheduled and administered by Project Representative.
 - 2. Additional progress meetings to discuss specific topics will be conducted on an as-needed basis. Such additional meetings shall include, but not be limited to:
 - a. Coordinating shutdowns
 - b. Installation of piping and equipment
 - c. Coordination between other construction projects
 - d. Resolution of construction issues
 - e. Equipment approval
 - 3. The Project Representative will preside at progress meetings, prepare the notes of the meeting and distribute copies of the same to all participants who so request by fully completing the attendance form to be circulated at the beginning of each meeting.
 - 4. Attendance shall include:
 - a. Contractor's project manager
 - b. Contractor's superintendent
 - c. Any subcontractor or supplier representatives whom the Contractor may desire to invite or the City may request
 - d. Engineer's representatives
 - e. City's representatives
 - f. Others, as requested by the Project Representative
 - 5. Preliminary Agenda may include:
 - a. Review of Work progress since previous meeting
 - b. Field observations, problems, conflicts
 - c. Items which impede construction schedule
 - d. Review of off-site fabrication, delivery schedules
 - e. Review of construction interfacing and sequencing requirements with other construction contracts
 - f. Corrective measures and procedures to regain projected schedule
 - g. Revisions to construction schedule
 - h. Progress, schedule, during succeeding Work period
 - i. Coordination of schedules
 - j. Review submittal schedules
 - k. Maintenance of quality standards
 - l. Pending changes and substitutions
 - m. Review proposed changes for:
 - 1) Effect on construction schedule and on completion date
 - 2) Effect on other contracts of the Project
 - n. Review Record Documents
 - o. Review monthly pay request

- p. Review status of Requests for Information
- 6. Meeting Schedule
 - a. Progress meetings will be held periodically as determined by the Project Representative.
 - 1) Additional meetings may be held at the request of the:
 - a) City
 - b) Engineer
 - c) Contractor
- 7. Meeting Location
 - a. The City will establish a meeting location.
 - 1) To the extent practicable, meetings will be held at the Site.

1.5 SUBMITTALS [NOT USED]

1.6 ACTION SUBMITTALS/INFORMATIONAL SUBMITTALS [NOT USED]

1.7 CLOSEOUT SUBMITTALS [NOT USED]

1.8 MAINTENANCE MATERIAL SUBMITTALS [NOT USED]

1.9 QUALITY ASSURANCE [NOT USED]

1.10 DELIVERY, STORAGE, AND HANDLING [NOT USED]

1.11 FIELD [SITE] CONDITIONS [NOT USED]

1.12 WARRANTY [NOT USED]

PART 2 - PRODUCTS [NOT USED]

PART 3 - EXECUTION [NOT USED]

END OF SECTION

Revision Log		
DATE	NAME	SUMMARY OF CHANGE